**Academic Writing**

**Formatting**:

Submit all formal work in **12 point font** (Times New Roman/Calibri/Arial), double spaced (like this paragraph is). Include a cover page with your name, subject and question on it.

**Numbers:**

Any number less than one hundred should be written out (‘ninety nine’) but over one hundred may be written in digits (23,438) except for one thousand, five million etc.

**Foreign language words**: *italicise*

**Apostrophes**:

Do not use abbreviations. **Its** is possessive (its floor); **it’s** is an abbreviation. Apart from its, every other possessive needs an apostrophe.

‘**Draft**’ still means pay attention to grammar, punctuation etc. Your teacher isn’t here to fix stuff you should have learnt in Grade 3. If they are concentrating on your grammar, they are paying less attention to your argument…

**Referencing**:

(Author, Date) is still within the same sentence, so the full stop goes after the bracket (Toohey, 1926). **ALL IDEAS** from elsewhere, as well as QUOTES should be referenced.

Long quotes (longer than 3 lines) should be indented by about one centimetre from each margin. They do not have inverted commas. You do reference them at the end of the quote – in this case after the full stop. You should really try to avoid quotes of this length except in long (2500 or longer) essays, or if you’re quoting me (Shakespeare, 1595).

**Online sources**:

Do not use **links** in your in-text reference, use the author.

Does it really have **no author**, or are you too lazy to find it? Is there an organisation name somewhere? Does the URL suggest the organisation? Do not put the website as the author, instead the name of the particular page you used comes first (use the Libguide!!)

**[sic]:**

If you know that a source has misspelt a word, or put in an incorrect date etc., but you still want to quote that section, insert [sic] immediately after the error to show the error is from the source, not you.

‘The main principal [sic] of success at school is to give chocolate to your teacher.’